



Management Essentials Program 


Management Essentials

Managing Yourself
Workshop Sample

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Time Management Cycle




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Scheduling time


- Schedule Large Chunks**
 - Put them in first
 - Protect them from small bits
 - Small Bits are Unavoidable (5, 10, 15 min)
- Be guided by your biological clock**
 - We have internal clocks that guide our decisions
 - What time(s) of day do you get most done (owl or fowl?)
 - Do your hardest tasks then
- Making small chunks useful**
 - Plan to use them
 - Cleaning / Organisation Chores
 - Communication - Emails, Phone Calls

Establish a daily/weekly/monthly rhythm

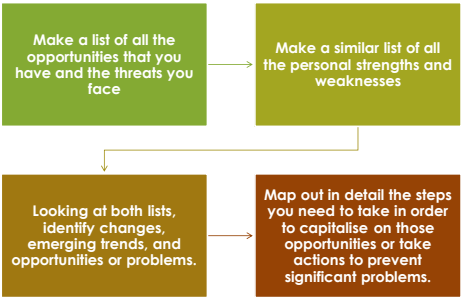
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Setting up systems of files

- Colour coding files**
 - helps to retrieve the appropriate documentation, even when misfiled.
- Historical files**
 - containing information that will be used for years. Eg Capital expenditure and vendor files
- Departmental files**
 - related to specific departments
- Working files**
 - including current project files such as budget data.
- High priority files**
 - a subcategory of working files. (Keep these records on your desk.)

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Taking Initiative - SWOT



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Managers should have both people and task concerns

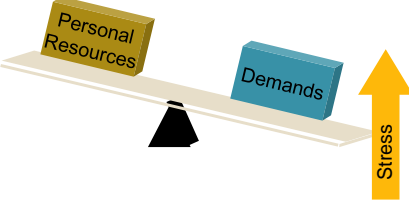
- Task concerns**
 - Plans and defines work to be done.
 - Assigns task responsibilities.
 - Sets clear work standards.
 - Urges task completion.
 - Monitors performance results.
- People concerns**
 - Acts warm and supportive toward team
 - Develops social rapport with team
 - Respects the feelings of team
 - Is sensitive to team's needs.
 - Shows trust in the team


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What is Stress?

A condition or feeling experienced when a person perceives that demands exceed the personal resources the individual is able to mobilize

Stress is an internal alarm system that prepares your body for action in response to any real or perceived threat or fear. In moderation, stress is natural, normal and necessary.



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Keeping a Stress Diary (1)

Look at the different stresses you experienced during the time you kept your diary.

Looking at your lists of stresses, those at the top of each list are the most important for you to learn to control.

List the types of stress that you experienced by frequency, with the most frequent stresses at the top of the list.


Prepare a second list with the most unpleasant stresses at the top of the list and the least unpleasant at the bottom.

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Workplace stressors

Organisational Climate

Level of participation in decision-making	Management style	Communication patterns	Interference with home life
Mandatory overtime required	Rules, Regulations and "Red - Tape"	Deadlines	Company take over/ sale / relocation
Reductions / layoffs	Major reorganisation	Employee benefit cuts	

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Cognitive Restructuring (1)

Write down the situation that triggered the negative thoughts

Identify the evidence that supports these Hot Thoughts

Identify the moods that you felt in the situation

Write down the Automatic Thoughts that you experienced when you felt the mood..

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Jacobson's Progressive Relaxation (1)

Muscular tension is due to the contraction of muscular fibre, generated through stress events and sustained by long term stress symptoms.

Relaxation can be artificially created through the active experience of the difference between contracted and relaxed muscle.

Sustained muscular tension bombards our limbic system, therefore reactivating the sympathetic nervous system to create more stress: a vicious circle.

By relaxing the muscular fibre, muscular tension goes away – so do stress symptoms.